

What is the current status of that claim? _____

22. DETAILS OF YOUR COMPLAINT. Briefly list all of the specific items that form the basis of your complaint. **Do not** attach lengthy court pleadings, binders or other bulky material. See below for documents required by the Department to process your complaint. If additional documentation is needed, it will be requested by separate correspondence.

1.)

23. Enclose copies of the following documents to support your complaint. Failure to do so will cause unnecessary delays. Check below which documents you have enclosed. **All documents received from you become the property of the Department and will not be returned to you.**

Building Inspection Report:

☐ Enclosed

☐ To Be Mailed Later

☐ Permit Application

☐ All Building Contracts, Purchase Agreements, Change Orders and Amendments

☐ Canceled Checks, Closing Statement, Receipts, Sworn Statements --Please copy both sides of checks to show endorsement by payee.

I give my permission to the Department of Licensing and Regulatory Affairs to release all relevant information and records for use in the review of my complaint.

YOUR SIGNATURE

DATE OF SIGNATURE

Authority: PA 299 of 1980, as amended.

This form is designed to assist you in outlining a complaint completely and concisely, but there is no penalty for failing to submit it.

LARA is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

REQUEST FOR COMPLETION OF BUILDING INSPECTION REPORT

☐ INITIAL REQUEST

☐ ADDITIONAL INFORMATION REQUEST

Instructions to Complainant: Take this form along with a copy of your completed Statement of Complaint to your local Building Code Enforcement Official (Building Inspector). Ask your Building Code Enforcement Official to complete this form and return it to the Department of Licensing and Regulatory Affairs immediately. The Building Inspection Report and affidavit is used to VERIFY OR CONFIRM whether the problems described in your Statement of Complaint are code violations.

Instructions to Building Code Enforcement Official/Inspector: To substantiate allegations of building code violations against a residential builder or residential maintenance and alteration contractor, the building project must be inspected by a registered building inspector.

Please conduct an inspection of each item identified in the complaint and identify your findings in the report. You may add additional items that are code violations. Complete each section of the report and return it to this office. If you identify code violations and the residential builder or residential maintenance and alteration contractor fails to correct the defects, the Department may pursue disciplinary action by filing a formal complaint against the licensee. If a formal complaint is filed against the licensee, you may be called to testify in an administrative hearing. As the Building Code Enforcement Official/Inspector, your testimony is needed to prove building code violations. ***Your Building Inspection Report should only contain statements to which you are prepared to testify under oath at an administrative hearing. If you cannot testify to an item as a violation, you should not check it on the form as a violation.*** Check the "no violation" box, instead.

When completing the Building Inspection Report, it is important that you identify the following items:

1. The code in effect at the time of construction (e.g. MRC) and the year of that code (e.g. MRC 2003).
2. The specific section of the construction code which was violated (e.g. MRC 2003, R 404.1).
3. The local ordinance number for any ordinance violation that is cited and the date adopted (e.g. ordinance 143, 12/1/90).
4. The date of the inspection, inspector's name, inspector's e-mail address, inspector's telephone and fax number, the city, township or village, the office address and the building inspector's signature.
5. The NOTARY before whom the affidavit was sworn.

Pursuant to the Stille-Derossett-Hale Single State Construction Code Act, 1972 PA230, MCL 125.1523(1)(B), the Building Code Enforcement Official/Inspector has a duty to report violations of the Act or Rules promulgated under the Act.

| | | | |
|------------------------------------|-----------------------------------|---|--------------------|
| Owner of Property | | Contractor Responsible for Work Performed | |
| Construction Site - Street Address | | Business Address of Contractor | |
| City, State & Zip Code | | City, State & Zip Code | |
| Occupancy Date, New Construction | Completion Date, Home Improvement | License Number | |
| Is Building Permit Required? | Permit Number (if required) | Permit Issued to | Date Permit Issued |

[illegible]

| | | | | |
|---|---------|---|--|---------------------|
| Enter items identified in the Statement of Complaint and any other items you believe are justified. Indicate the nature of the complaint, location, and code violation or no violation. | | Section Number of Code Violation (e.g.. R 404.1) | Code Used and Year (e.g. MRC 2003, etc.) | No Violation (✓) |
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| Ordinance | Section | Date Adopted | | Date Effective |
| Name of Inspector (Printed) | | Telephone Number | | Fax Number |
| Inspector for City, Village, Township of | | County of | | |
| Street Address | | City, State & Zip Code | | |
| E-mail Address | | Date of Inspection | | |
| Signature of Inspector | | Signature Date | | |

SUBSCRIBED TO AND SWORN BEFORE ME ON THE _____ DAY OF _____, 20____
BY THE ABOVE SIGNED BUILDING INSPECTOR/OFFICIAL.

NOTARY PUBLIC

COUNTY OF _____

ACTING IN THE COUNTY OF _____

MY COMMISSION EXPIRES: _____